



ENGINEERS
AUSTRALIA

TERMS OF REFERENCE

Engineering Heritage Australia Branch

Authority and Establishment	
Establishment	The Branch is established by the Engineering Heritage Australia (EHA) National Committee in exercise of its powers conferred under Regulation 4.14(8) of the General Regulations as amended on 2 August 2019.
Governance	
Who the Branch reports to:	<p>The Branch reports to the:</p> <ul style="list-style-type: none">• EHA National Committee on its learned society activities and technical content; and• Division Committee for operational aspects of its CPD and resourcing matters within that Division. <p>The Branch is required to:</p> <ul style="list-style-type: none">• Operate and conduct its affairs within:<ul style="list-style-type: none">○ The Royal Charter and By Laws;○ The General Regulations;○ These Terms of Reference; and○ Engineers Australia's Policies, Procedures, and relevant Management Instructions.• Promote best practice governance and management for its operations.
Structure and size of the Branch:	<p>Membership of the Branch shall be drawn from the relevant Engineers Australia membership.</p> <p>The Branch may determine its own effective size within the minimum and maximum number of members.</p> <p>The EHA Branch is to comprise a minimum of 4 and up to a maximum of 10 elected or appointed members.</p> <p>All Branch positions, whether elected or appointed, are to be made taking account of diversity, skills, and technical proficiency.</p> <p>The Branch may co-opt additional members or other persons, including student members, from time to time as corresponding members to address specific issues or assist with the work of the Branch. Such members do not have any formal role or voting rights. The maximum term a co-opted member can serve is 1 year.</p>

Term of Office:	<p>The term of office of Branch Committee members shall be 2 years beginning on 1 January the year following their election or appointment. Members of a Branch Committee may serve additional terms to ensure continuity of the work of the Branch if the number of nominees is less than the number of vacant positions in any election process.</p> <p>Standard tenure is 2 years for an elected member of the Branch Committee, however the Branch Committee may appoint a member for one (1) year and the term of appointment must be specified in the resolution of appointment.</p> <p>The maximum number of terms a member can serve is three (3) excluding time spent as Chair or Deputy Chair.</p>
Nominations, Appointments & Casual Vacancies	<p>Members of the Branch Committee are to be called for and selected in an open manner that may include an expression of interest process.</p> <p>Eligible members are financial members of Engineers Australia. Student members are not eligible to be members of the Branch Committee.</p> <p>Casual vacancies may be filled by an eligible member for the remainder of the vacated term. The Branch may, with the approval of the EHA National Committee, appoint a member from a relevant affiliated organisation to a casual vacancy.</p>
Means of electing the Chair, Deputy Chair and Secretary:	<p>Chair: Following a call for nominations from amongst the sitting members of the Branch Committee, the Committee must elect one (1) member of the Committee who is member within the occupational categories to be Chair to hold office for a two-year term commencing 1 January the year after they are elected. The Chair of the Branch Committee may be reappointed for a further term of either 1 or 2 years but may only hold that office for a maximum tenure of 4 years from the date of their initial election.</p> <p>The EHA National Committee may, by resolution:</p> <ul style="list-style-type: none"> • appoint the Chair of the Branch; and • remove a Branch Chair. <p>Deputy Chair: Following a Call for Nominations, the Deputy Chair will be elected by the sitting Branch Committee members for a two (2) year term commencing 1 January the year after they are elected. The Deputy Chair of the Branch Committee may be reappointed for a further term of either 1 or 2 years but may only hold that office for a maximum tenure of 4 years from the date of their initial election.</p>
Purpose of the Branch:	<p>The purpose of the Branch is to deliver activities aligned with Engineers Australia's Strategic Priorities and Plan and agreed by the National Committee which may include:</p> <ul style="list-style-type: none"> • Develop a program of quality CPD for all career stages including CPD appropriate to maintaining Chartered status for members in collaboration with the Division Committee. • Support the division with member engagement activities as agreed in consultation with the Division Committee and Division General Manager. • Support engineering advocacy and policy activities within the division.

Key Objectives:	<ul style="list-style-type: none"> • Develop, in collaboration with the Division GM and the Professional Development Team, an annual plan in accordance with guidelines provided by the National Committee, including appropriate metrics to reinforce Engineers Australia as the home for CPD delivery and member engagement. • Deliver in collaboration quality events befitting the organisation and monitor the effectiveness of these activities and continuously improve events based on feedback provided. • In conjunction with the Division and/or National Committee, develop a policy or position statement on a local issue of importance. • Support the organisation by making nominations to office bearer positions, awards, and other internal programs. • Encourage eligible candidates for office bearer positions, in particular, for positions on the National Committee. • Communicate and collaborate with other Branches and the Division committee. • Refer membership growth opportunities to the Division for follow up and action. • Promote learned society activities emanating from a national level such as eminent speaker tours, conferences, and symposiums. • Ensure that the interests of the National Committee are represented at Division Committee and in other activities within the Division. • Provide reports on Branch activities and outcomes to the National Committee as requested.
Roles and Responsibilities:	<p>Chair:</p> <ul style="list-style-type: none"> • assists in implementing EA's strategic directions and plan • presides over and facilitates branch meetings • monitors progress of actions/objectives arising • develops in collaboration an annual plan that contains specific objectives and activities key metrics • ensures all committee members have a copy of this Terms of Reference (ToR) • provides leadership and guidance to the Branch. <p>Deputy Chair:</p> <ul style="list-style-type: none"> • assists the Chair with management of the committee • deputises on behalf of the Chair as required • performs duties as requested by the Chair, within the scope of the committee's purpose. <p>Committee Members:</p> <ul style="list-style-type: none"> • collaborate with the Chair and Deputy Chair to develop an annual plan that contains objectives and activities to be delivered • undertake the committee's key objectives and keep the committee's office bearers/Chair informed of the progress, seeking the Chair's guidance when appropriate.
Meeting Arrangements:	<ul style="list-style-type: none"> • The Branch shall meet at least 4 times per annum. A special meeting may be held if required. A quorum of members for decision making purposes at meetings is one half of Branch members plus one (1). • The Branch shall produce an action list after each meeting and make these available, on request, to the National Committee, Division Committee and/or the Division General Manager. • Division support for Branch matters including resourcing is at the discretion of the Division General Manager but shall not be unreasonably withheld.